

1 AUG 1980

MEMORANDUM FOR: Deputy Director for Administration
FROM: Thomas H. White
Director of Information Services
SUBJECT: OIS Weekly Report (24-30 July 1980)

Classification Review Division

CRD personnel spent three days at the National Archives and Records Service (NARS) and completed the initial review and purge of State records for the period 1945-49 to protect OSS/CIG/CIA equities. The team's report on the results of their work to this point will be used to determine what possible further decisions might be required to ensure that a proper level of protection in these State records has been achieved.

CRD processed approximately 44,000 pages of CIA material and declassified 24 percent.

Regulations Control Division

RCD processed 23 regulatory issuances this period and responded to several requests for additional copies of those previously published.

RCD personnel met with representatives from the Office of Communications (OC) and the Office of Security (OS) concerning [redacted]

[redacted] OS will redraft the regulation.

Records Management Division

RMD personnel were involved in the following activities this reporting period:

- (1) At the request of OTR, reviewed the general functions and document control procedures of the OTR Registry to determine the feasibility of developing a computer-based document control system.
- (2) Began a review of the Agency's audiovisual record holdings.

(3) Briefed the APEX Steering Group on why the APEX Subgroup #3, chaired by the RMD representative, determined that a standard APEX package/document receipt is not feasible at this time.

(4) Met with representatives from the Office of the Comptroller and NARS to discuss the disposition of Agency budget documents sent to OMB. The record copy will be transferred to the Agency after five years and subsequent transfer to NARS.

Information and Privacy Division

A separate report is attached.

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Thomas H. White

Attachment

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31 July 1980

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Chief, Information and Privacy Division, ISS

SUBJECT: IPD/ISS Weekly Report (24-30 July 1980)

1. <u>The Week in Review</u>	<u>24-30 Jul</u>	<u>1980 Weekly Average</u>
a. New cases logged	47	61.8
b. Cases closed	49	54.4
c. New appeals logged	1	2.1
d. Appeals closed	0	2.8
e. Manpower (man-weeks)	155.7	123.7
2. <u>Current Backlogs</u>		
a. Initial requests - 2871		
b. Appeals - 396		

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